Dear Student,

Welcome to the 2025 Nursing Selection Process! Please carefully review the instructions below before beginning. Applications will be accepted starting Monday, March 3, 2025. The application deadline is **Monday, June 2, 2025**. There are no exceptions. Please note the college will be closed on Fridays for the summer beginning May 19, 2025. Only submit the two application pages and requested documents. All other documents will be discarded.

Application Instructions for the Nursing Program

Part I: General Application, Submitting Transcripts and Test Scores

1. Complete the General Application

   - Apply to Atlantic Cape Community College by submitting a general application on-line at atlanticcape.edu/apply.

2. Submit Official Transcripts of Pre-requiste courses (English Composition I, General Psychology, Principles of Sociology, and Human Anatomy & Physiology I)

   - If you are transferring prerequisite courses, request official transcripts to be sent directly from the issuing institution to Enrollment Services. All official transcripts must be sent directly from the issuing institution via mail or email.

   - Hand-delivered transcripts will only be accepted if they are sealed and unopened. Opened transcripts will not be considered for official evaluation.

     Mailing Address:
     Enrollment Services
     Atlantic Cape Community College
     5100 Black Horse Pike
     Mays Landing, NJ 08330-2699
     Email:
     transcripts@atlanticcape.edu

   - Processing Time: Please allow 10 business days.

   - Note: If you completed your prerequisite courses at Atlantic Cape, you do not need to submit official transcripts.

3. Submit Official TEAS Score Transcript (If Applicable)

   - Submit your official ATI TEAS score transcript to the Testing Office at testing@atlanticcape.edu.

   - If you tested via TEAS at ATI or PSI, you'll receive one complimentary transcript with your registration. To send it, log into your student account at www.atitesting.com/login, go to TEAS ACTIVITY or the RESULTS tab, and click SEND TRANSCRIPT below your scored exam results.

   - Note: If you took the TEAS test online with Atlantic Cape, you do not need to submit an official score transcript.

4. Access Your Atlantic Cape Connect Account and your Buccaneer Email

- Your username and password will be provided via email after the general application.

5. Submit the Nursing Program Application – Submit your completed application (page 3-4) to the One-Stop Welcome Center in Mays Landing or email Nursing@atlanticcape.edu.

6. Pay the $25 Nursing Application Fee – Submit payment through your Atlantic Cape Connect Self Service Portal or in person at the Bursar's Office (see instructions on page 5).

Part II: Post Application Submissions - Proof of High School Graduation and Residence: After submitting your nursing application, your enrollment status will be updated to "Nursing Applicant." At this stage, two holds will be placed on your Atlantic Cape Connect Self Service account. To proceed, you must upload the following documents:

1. Proof of High School Completion – Submit a copy of your diploma or transcript showing your graduation date (official transcripts are not required). Keep a personal copy if ordering one.
    a. Foreign Credentials – A certified translation is accepted for application purposes, but an official evaluation is required if conditionally accepted into the Nursing Program. Visit www.naces.org/members.html to select an approved evaluation agency and follow their instructions.
2. Proof of Residency – Submit a copy of your NJ Driver's License or NJ Non-Driver's ID with an address matching your application. If your address has changed, provide proof or update it for free at the MVC Website. Atlantic Cape considers the address on your ID as your legal residence. Spouses of Coast Guard members stationed locally may submit a housing assignment or lease as proof of residency

Part III(LPN applicants only)

1. After you submit your application you will need to submit a copy of your LPN License on your Atlantic Cape account. If you are an LPN and your license is expiring, please also provide proof of renewal with your license. The renewal confirmation from the NJ Department of Consumer Affairs will also suffice.

2. Note: Completion of Anatomy and Physiology II is required to be considered for LPN Advanced Placement. If A&P II has not been completed, or you have not earned at least a "C" in the course, your application will be reviewed with the general RN cohort.

NURSING PROGRAM APPLICATION

$25 Non-Refundable Processing Fee required
Applications will not be considered for review until completed.
All documents must be received by Monday, June 2, 2025.

PLEASE PRINT CLEARLY

Student ID#: _____ Gender:* _____ Ethnicity:* _____

Name: _____

Address: _____

City, ST Zip: _____

County of Residence** _____ Date of Birth: _____

Email: _____ @buccaneer.atlantic.edu Phone: _____

I am an LPN Applicant (check here and complete Sections I, II, & III): _____

For reporting purposes only, optional.
**Atlantic and Cape May County residents are given priority consideration. Residents of other counties will be considered only if all seats cannot be filled with qualified Atlantic and Cape May County students.*

PART I: SUBMITTING TRANSCRIPTS AND TEST SCORES (CHECK EACH BOX WHEN COMPLETE)

☐ I have applied to and been accepted by Atlantic Cape Community College.

☐ I have completed the required prerequisites (English Composition I, General Psychology, Principles of Sociology, and Human Anatomy & Physiology I) with a grade of C or higher.

☐ I have submitted official transcripts to Enrollment Services or have completed the required prerequisite courses at Atlantic Cape.

☐ I have submitted an official TEAS test score transcript or taken the TEAS test online with Atlantic Cape.

☐ I have completed the TEAS with a score of 58.7 or higher.

☐ I have access to my Atlantic Cape Connect account and Buccaneer Email.

PART II – POST APPLICATION SUBMISSION (CHECK EACH BOX WHEN COMPLETE)

☐ I understand that after submitting my nursing application, my enrollment status will be updated to "Nursing Applicant," and two holds will be placed on my Atlantic Cape Connect Self Service account

☐ I understand that I must upload proof of High School Completion, which can be a copy of my diploma or transcript showing my graduation date (official transcripts are not required). I will keep a personal copy if ordering one.

☐ I understand that if I have foreign credentials, a certified translation will be accepted for application purposes, but an official evaluation is required if I am conditionally accepted into the Nursing Program. I will visit www.naces.org/members.html to select an approved evaluation agency and follow their instructions.

☐ I understand that I must upload Proof of Residency, which includes a copy of my NJ Driver's License or NJ Non-Driver's ID with an address matching my application. If my address has changed, I will provide proof or update it for free at the MVC Website.

☐ I understand that I am required to pay the $25 Nursing Application Fee. Payment can be submitted through my Atlantic Cape Connect Portal or in person at the Bursar's Office (instructions on page 5).

PART III - ADDITIONAL REQUIREMENTS FOR <u>LPN APPLICANTS</u> ONLY (CHECK EACH BOX WHEN COMPLETE)

☐ I understand that I must upload a copy of my NJ LPN license to my Atlantic Cape Connect Self Service account after submitting my application. If my license is expiring, I must provide proof of renewal or a confirmation from the NJ Department of Consumer Affairs.

☐ I understand that completion of Anatomy & Physiology II with a grade of C or higher is required for LPN Advanced Placement. If I do not meet this requirement, my application will be reviewed with the general RN cohort.

APPLICANT ACKNOWLEDGEMENT

I understand that the information I have provided is complete and accurate. I further understand that this application is not considered for review until all documents and information requested within are received by Atlantic Cape's One-Stop Welcome Center.

_____   _____
Signature of Applicant   Date

_____   _____   _____
Atlantic Cape Rep. (Initials)   Campus Location   Date

PAYING YOUR $25 PROCESSING FEE

There are two options to pay your processing fee:
1. In your Atlantic Cape Connect Self Service account (preferred)
2. In-person, at any campus location

1. Preferred Method: To pay in your Atlantic Cape Connect Self Service account,

   a. Email the Bursar at bursar@atlanticcape.edu

   b. The subject of your email should be: "Nursing Application Fee".

   c. The body of your email should state your name and student ID number along with the following message: "I am applying to the Nursing program. Please add the $25 processing fee to my record."

   d. The Bursar's office will process your request during normal business hours and you will be notified via email upon completion.

2. To pay at the Bursar (cashier) office, visit Atlantic Cape Community College - Mays Landing campus. Sign into the QLess system to see the Bursar. Please make sure you have photo identification. This is required to perform any transactions on your account.

PLEASE RETAIN FOR YOUR INFORMATION

Selection Process for the Nursing Program

- Admission to the Nursing program is on a competitive basis due to the limited number of spaces available in courses that require clinical practice in hospitals and other healthcare settings.

- The number of seats can vary from year to year. Selection of students is made once a year after the June 2nd application deadline. All students who meet the admission criteria and apply to the program are ranked according to the TEAS score and the prerequisite GPA. The highest-ranking students are offered the available program seats on a conditional basis.

- **PLEASE NOTE: Atlantic and Cape May County residents are given priority consideration in the selection process. Residents of other counties are admitted on a space-available basis.**

- Conditional acceptance by the Nursing program, should they meet the post-acceptance requirements, permits the student to enter the program in September of the year in which they applied. Students who are not accepted into the fall class will need to reapply to the Nursing program the following year and may retake the TEAS test or any prerequisite courses to improve the likelihood of success in the competition for admission.

Conditional Acceptance Process

Students admitted to the Nursing program will receive a conditional acceptance. Students are not considered accepted to the Nursing Program until the following requirements are met:

- Students must begin the program in the fall of the year they receive the conditional acceptance. Those who are unable to do so must contact the One-Stop Welcome Center in writing to decline their seat and reapply to the program to be considered for a future class.

- Students conditionally admitted must complete the entire Nursing Program within a three-year period.

- Students must meet the health requirements of the State of New Jersey and the clinical agencies that are used for clinical practice.

- **Students' Health Requirements include:**

   o Physical Examination

   o Immunization Requirements: MMR, Varicella, and Hepatitis B (proof of injections and titers),evidence of the TDAP vaccine within the last 10 years, influenza vaccination (flu shot) required annually, COVID-19 vaccination.

   o Students are highly encouraged to discuss these requirements with their provider. Waivers are available to be completed, which must be approved by the program's clinical partners. If a student is rejected by any clinical site and no replacement site is available, they will need to withdraw from the nursing program.

   o Tuberculin Skin Test (TST) or equivalent (PPD) must be updated annually

   o Health Insurance – Required upon conditional acceptance and for duration of Nursing program

- Completion of an Assumption of Risk and Release Form, which indicates an understanding of hazards inherent to the healthcare field.

- Completion of a Criminal History Background Check (CHBC).

- Completion of Urine for Drug Screening (UDS).

- Completion of the CPR certification is required before entering the Nursing Program. The only acceptable CPR certification program permitted for admission to the Nursing Program is Basic Life Support for the Healthcare Provider offered by the American Heart Association.

Additional Information:

- Students who receive conditional acceptance into Atlantic Cape's Nursing Program are required to attend one Nursing Boot Camp session.

  - Session 1: Tuesday, July 8th & July 15th

  - Session 2: Thursday, July 10th & July 17th

  - Students must attend both days of their chosen session.

  - Sessions run from 9 AM – 5 PM on the Mays Landing Campus.

- Students conditionally accepted into the Nursing Program must complete BIOL221 (Anatomy & Physiology II) with a grade of "C" or higher before enrolling in NURS-112 (Nursing II). This course must have been completed within the past 10 years.

- Students conditionally accepted into the Nursing Program must complete BIOL250 (Microbiology) with a grade of "C" or higher before enrolling in NURS-200 (Nursing III). This course must have been completed within the past 10 years.